

Professional and Managerial Branch
Miscellaneous Professional Group
Stock Control Series

TRANSIT STOCK CONTROLLER

12/93

Summary

Under direction, perform professional level functions to plan, organize, supervise and implement programs and activities involves in the procurement, control and storage of spare parts, tools, supplies, fuels and other fluids necessary to operate, repair and maintain public transit coaches, related equipment and support vehicles.

Typical Duties

Plan for the requisitioning, storing, and issuing of parts, supplies and materials. Involves: determining and establishing spare parts, fuel, other fluids and material inventory levels; analyzing available space and maximizing effective layout of storage areas; complying with hazardous materials communications, storage and safety laws; determining inventory quantities and consumption history; estimating future parts needs, parts life and economy of purchases; automating parts and inventory control; comparing high cost parts with different vendors and informing management of trends in parts and materials usage.

Requisition and approve receipt of materials and parts inventory. Involves: writing, processing and maintaining records, documents, and reports related to the requisition, purchase and inventory of fleet maintenance parts, supplies and materials; ordering parts through purchasing department or, with authorization, directly from vendor to replenish inventory as stock reaches reorder points; reviewing and analyzing bid compliance to requirements in collaboration with purchasing department; determining vendor conformance to specifications; performing failure analysis of spare parts and components, and ensuring that substandard parts and materials are returned and that the department's accounts are credited; evaluating and implementing physical or functional testing programs regarding acceptance or substitution of parts and equipment; meeting with sales representatives and obtaining technical support from manufacturers and vendors regarding bus parts and related equipment; discussing quality issues and other problems with spare parts vendors; recommending vendor sources for spare parts and fuels; monitoring parts warranty programs; writing parts specifications and as assigned, assisting in developing vehicle specifications.

Control spare parts, fluids and materials usage. Involves: supervising and participating in perpetual, annual and physical inventories of parts, materials and fuel stocks; monitoring fuel levels and ensuring that discrepancies in inventories are reported, investigated and resolved; preparing inventory records through automated inventory control systems; developing, implementing and monitoring quality control procedures and audits for storeroom and fuel storage activities; maintaining inventory and storeroom security.

Supervise, train and evaluate subordinate personnel. Involves: assigning and reviewing work; arranging for periodic product and other training of subordinates; enforcing personnel rules and regulations; standards of conduct, work attendance and safe working practices.

Minimum Qualifications

Training and Experience: Completion of two years of college or university course work in business or public administration, or a related field and three years of progressively responsible store keeping and inventory control experience in a medium to large mass transit or transportation equipment fleet maintenance facility which involves heavy duty diesel engine or other large commercial vehicle engine components, related spare parts, materials, and fuel, including at least two years as a supervisor; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: inventory control methods, techniques and processes used in the acquisition, evaluation, storage and provision of spare parts, materials and fluids; mechanical tools, coach parts, supplies, and related transit equipment; safe working practices and procedures; good knowledge of: perpetual inventory systems; governmental regulations regarding hazardous materials storage and handling; some knowledge of: federal, state and local safety, health and environmental, laws and regulations; basic arithmetic and small office bookkeeping practices and procedures.

Ability to: plan, assign, supervise, train, coordinate and participate in the functions and activities of personnel engaged in the storage and requisition of coach spare parts, supplies, materials and fuels; schedule inventory activities; maintain computer

data base of disbursed parts, materials, supplies, tools and equipment; read and comprehend technical manuals, parts catalogs and schematics; estimate spare parts and fuel needs; write technical specifications for bus parts, equipment and fluids; conduct safety meetings; perform arithmetic computations to calculate parts usage, fuel consumption, reorder points, part life, and others; as assigned, perform mechanical/technical support regarding parts including technical data research; prepare budget estimates for parts, materials and fuels inventory; make sound decisions; work under deadlines and schedules; enforce personnel rules and regulations, standards of conduct and work attendance; establish and maintain effective working relationships with fellow employees, vendors, and factory representatives; maintain records and prepare reports as required.

Skill in the use of personal or mainframe computers involving applications such as data base management, spread sheet, inventory control and word processing programs.

Special Requirement: May be required to work after normal working hours, during weekends and holidays and is subject to emergency recall or consultation for all shifts.

Physical Requirement: Move heavy objects up to 50 pounds; climb ladders, walk, stoop and bend to conduct recurring physical inventories and parts inspection.

Director of Personnel

Department Head

OFFICIAL